

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE	PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a five-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER SHOW.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or "no shows" are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Gaylord Texan, 1501 Gaylord Trail, Grapevine, TX 76051
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: bmonefeldt@psav.com.

MONITORS	PRICE	QTY	TOTAL
■ 32" LCD monitor □ Dual-post stand □ Table stand	\$ 855		\$ 0
■ 46" LCD monitor □ Dual-post stand □ Table stand	\$ 1,175		\$ 0
■ 55" LCD monitor □ Dual-post stand □ Table stand	\$ 1,975		\$ 0
■ 70" LCD monitor □ Dual-post stand □ Table stand			
Please contact PSAV for quote			
		□ Speakers	

AUDIO EQUIPMENT	PRICE	QTY	TOTAL
■ Wired handheld microphone	\$ 245		\$ 0
■ Wireless microphone □ Handheld □ Lavalier	\$ 645		\$ 0
■ Wireless headset microphone Requires wireless microphone unit to operate	\$ 275		\$ 0
■ Powered speaker Up to five people	\$ 585		\$ 0
■ Sound system ■ two speakers, two stands, one mixer, one wired microphone ■ up to 20 people	\$ 1,485		\$ 0
■ 4-channel mixer	\$ 245		\$ 0

ACCESSORIES	PRICE	QTY	TOTAL
■ DVD player	\$ 255		\$ 0
■ Laptop	\$ 645		\$ 0

PROJECTION	PRICE	QTY	TOTAL
■ 42"- 54" Rolling cart	\$ 95		\$ 0
■ Tripod screen □ 6' □ 7' □ 8'	\$ 265		\$ 0

RIGGING www.psav.com/riggingform
All rigging requests should be placed using the [Rigging Request Form](#).

CUSTOM ITEMS	PRICE	QTY	TOTAL
■	\$		\$ 0
■	\$		\$ 0
■	\$		\$ 0
■	\$		\$ 0
■	\$		\$ 0

SPECIAL REQUESTS
Please add any items not listed above that you require.

On-site labor rate is \$120 per hour.
All rental prices are subject to a 15% markup when ordered on site.

Bud Monefeldt
Director of Sales - PSAV®
Gaylord Texan
1501 Gaylord Trail, Grapevine, TX 76051
■ office: 817.778.3298 ■ email: bmonefeldt@psav.com



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BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Please indicate on the grid the location of your requested AV using X to signify AV items.

Adjacent Booth No. _____

Adjacent Booth No. _____

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